

बिहार सरकार
समाज कल्याण विभाग
राज्य बाल संरक्षण समिति, बिहार



द्वितीय तल, अपना घर (ललित भवन के पीछे), बेली रोड, पटना-23, बिहार। ✉&scps-bih@gov.in; ☎&0612 2545033

TENDER No. 01/2026

Dated. 10.09.2026

Tender Notice for Hiring of Vehicle on Monthly and Daily Basis

State Child Protection Society, Patna invites sealed tenders from reputed agencies for hiring of various types of Vehicles on monthly and daily basis. Details regarding Eligibility Criteria, Terms and Conditions etc. may be downloaded from Tender section on the websites of the Department, <https://state.bihar.gov.in/socialwelfare/CitizenHome.html> or may be obtained from State Child Protection Society office at the below address on working day.

Tenders in one large envelope super scribed as Tender for Hiring of Vehicles at SCPS containing two separate sealed envelopes marked as (i) Technical Bid- Hiring of Vehicles at State Child Protection Society, and (ii) Financial Bid- Hiring of Vehicles at SCPS, should be submitted.

Last Date: Tenders should be submitted through Post/Courier/by Hand in the Office of the SCPS, 2nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road, Patna-800023 on or before 05/10/2026, till 05:00 PM.

Date & Time for Opening of Tenders: 07/10/2026, 03:00 PM in the SCPS office.

The State Child Protection Society will reserve right to cancel the tender or its process at any stage without assigning any reason.

09.09.26

Director, Social Welfare-cum-
Vice Chairperson, State Child Protection Society,
Bihar, Patna

Tender Document: Hiring of Vehicle on Monthly and Daily Basis

State Child Protection Society, (Department of Social Welfare, Government of Bihar) desires to hire various kinds of vehicles on monthly as well as on daily basis for monitoring the implementation of various scheme and smooth operations of its various activities. Accordingly, tenders are invited under two-bid system from interested agencies having excellent track record. The details are as follows:

1. Eligibility Conditions and Documents for Technical bids

- a. The agency should have average turnover of at least Rs.30 lakh per year in the last three years (self-attested copy of Audit Report need to be submitted).
- b. The agency should be an income tax assessee (self-attested copies of PAN card and income tax return filed for the relevant period need to be closed).
- c. The agency should have registered under Goods & Service Tax (A copy of GST Registration Certificate must be closed).
- d. A Bid Security deposit of Rs.25,000/-in the form of Demand Draft in favor of SCPS, Patna need to be enclosed with the technical bid. It will be refunded to the unsuccessful bidder after completion of the bid.
- e. Experience of providing vehicles, minimum 2 government departments/PSU/ Universities would be desirable. Work experience certificate to be enclosed.
- f. Undertaking towards not blacklisted by any Govt. Agency or Department.

2. Terms and Conditions

- A. The contract would be valid for one year from the date of contract and can be extended for further two years based on the performance on similar term and condition at the sole discretion of Vice Chair Person, SCPS.
- B. The selected agency shall be responsible to provide the same model additional vehicle/s as mentioned in Schedule-I & Schedule-II at the same rate on the basis of as and when needed.
- C. The vehicle provided must be commercial registered in Bihar and properly insured.
- D. Vehicle model should not be of earlier than 2020. All vehicles should be with A.C.
- E. The Driver must have the licenses and properly dressed up with Khaki or white Shirt & Trousers during the duty hours.
- F. The Agencies will be solely responsible for any misconduct of the drivers.
- G. No advance payment would be made.

- H. TDS as applicable will be deducted at source from bill/s as per the Income Tax Act & GST Act.
- I. The SCPS reserves the right to terminate the contract with 15 days' notice without assigning any reason.
- J. In case of any Loss, damage or accident, total responsibility lies with agency, it will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the SCPS.
- K. Parking & toll taxes will be reimbursable on actual.
- L. Payment shall be made preferably within 15 days following submission of invoices in duplicate by the Agency.
- M. The Vehicle should be in good condition and should be provided on time. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle. The agency shall be responsible for appropriate insurance coverage. In this regard, the agency shall maintain Driver's compensation; Agency shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the agency, or its driver. The Agency shall provide SCPS with certification thereof upon request.
- N. The Agency should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice (1-2 hrs).
- O. If driver is late or absent the Penalty is deducted directly from monthly bill and repeated offence can lead to a Forfeiture of your entire Performance Security
- P. The Agency shall not employ any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, Contract Labour Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
- Q. The Agency shall be solely liable for any legal issues.
- R. The Agency chosen as L1 shall deposit Performance Security for an amount of Rs. 50,000/- (Rs. Fifty Thousand) only within 7 days from the issue of offer of work order. It should be submitted in the mode of DD / Bank Guarantee in favour of State Child Protection Society, Patna. The contract shall be signed only after furnishing of performance security. In case of breach of contract by the contractor, the performance security shall be forfeited by the

SCPS and the Agency shall be blacklisted in addition to the termination of the contract.

3. Additional Terms and Conditions for Monthly Hired Vehicle: In addition to terms and conditions mentioned above in para-2, the following additional terms and conditions shall be applicable on vehicles taken on monthly hire:-

- a. The driver should have at least 5 years of work experience and should be of minimum 23 years of age.
- b. The driver shall be in proper dress – khaki or white shirt-dark pant. He should be well aware of and should meticulously follow traffic rules. Behavior of the driver should be extremely courteous and refined. He should have absolutely clean background and police record.
- c. Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency.
- d. The duty timing of the monthly hired driver would be normally from 8 am to 8 pm but could be longer as per requirement and need. Accordingly, the driver needs to be paid/ compensated for overtime and other allowances by the agency.
- e. One day compulsory rest in a week shall be given to the driver. On the day of rest, alternate driver shall be provided by the agency as per need of the SCPS.
- f. The agency will have to provide the replacement of driver in case of any eventuality. SCPS has the right to ask the agency for removal of any Driver, who is not found competent or disciplined.
- g. Once assigned, the vehicle will not be changed/replaced without prior permission of the SCPS.
- h. There shall be separate log book for monthly vehicle maintained by the driver/agency. All entries in the log book will be verified/ countersigned by the concerned officers in the respective log book of the vehicle.
- i. Payment Cycles may be often running 30 to 60 days behind due to Tedions verification or file work or allotment related issues. Agency may pay diver and fuel bills on time.
- j. In case of failure to provide vehicle on time, SCPS will procure a vehicle from open market and the charges paid to such vehicle will be deducted from the monthly bill of the Agency. In addition, a penalty of Rs. 500/- per day till the date of default shall also be charged by the SCPS from the Agency, which will be deducted from the bill.
- k. The firm whose contract has been terminated or whose services has been found to be dissatisfactory and decision has been taken to discontinuation the services that firm 9can not participate in this tender.

- l. The Agency shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driving license of the Driver.

4. Bidding Process, Evaluation of bids and Contract

- a) Tenders shall be submitted in two envelopes separately for technical and financial bids. These two envelopes shall be sealed in another large envelope and shall be submitted as described in the first part of this document.
- b) The technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.
- c) Financial bid shall be submitted in two forms as prescribed in **Schedule-I** and **Schedule-II**. The last column of these forms show the calculation of total cost for a fixed number of km which shall be considered for evaluation of financial bid and deciding the L1 bidder.
- d) For monthly hiring of vehicle, L1 bidder would be determined on the basis of total of one month rent for 1000 K.M. of each types of vehicles, as given in Schedule-I.
- e) In case of daily hiring of vehicles, L1 bidder would be determined on the basis of total cost for the vehicle (total of one day rent for 200 K.M.) as given in Schedule-II. and SCPS may hire required model of vehicles as per its need from separate Agencies.
- f) The successful bidders will enter into contract with SCPS as per above terms and conditions within a week of finalization of the bidding process. Failure on the part of bidder to do so may result in cancellation of its bids and SCPS may at its liberty to negotiate with other bidders for the contract at L1 prices.
- g) In case of unsatisfactory service by selected agency/ies or cancellation of contract within the contract period, SCPS can obtain service from any other bidders at L1 prices of each vehicle.
- h) The vehicles mentioned in Schedule-I & Schedule-II is for rate contract and SCPS shall reserve the right to hire any one of the three Types/ Models or a mix of the Two/Three Types/ Models mentioned in Schedule-I/Schedule-II as per need and requirement.





Schedule-I

Financial bid for Monthly hiring of vehicle

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Name of Agency.....

Address.....

Contact Person.....

Phone No.....

Sr.No	Type/Model of Vehicle	Rate including fuel, drivers salary etc. (In Rs. And Paisa)	
		Monthly rent upto 1000 km	Rate per km Beyond 1000 km
1	Innova crista 7 seater AC		
2.	Scorpio AC		
3.	Maruti Ertiga AC		

Notes:

- The vehicle will be used 6 days per week. However, the agency shall be responsible to provide it on Sunday or holidays as per requirement.
- The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, servicing charge etc, as well as payment made to Driver.
- Duty hours would be from 8 am to 8 pm on all days, including Saturdays, Sundays and holidays. The time is indicative only and it may change as per need and duty timings could be higher.
- The Vehicle would be used for outstation journey too. For delay for more than 12 hours or night halt Outstation allowance @ Rs 200 per night will be paid by the SCPS.
- GST will be paid extra, if applicable and as per actual.
- Max distance payable from garage to office & office to garage is 3.00 km each side.
- The selected agency shall be liable/responsible to provide same type/model additional vehicles at the same rate on the basis of as and when required.

One

[Signature]

Signature of Authorized person of Agency

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Schedule-II

Financial bid for Daily hiring of vehicle

Name of Agency.....

Address.....

Contact Person.....

Phone No.

Sr. No.	Type/Model of Vehicle	Rate per day, including fuel, drivers payments etc. (In Rs. And Paisa)	
		Rate per day for upto 200 km. Running	Beyond 200 km,
1	Innova crysta 7 seater AC		
2	Scorpio AC		
3	Maruti Ertiga AC		

Notes.

- The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, servicing charge etc, as well as payment made to Driver.
- The Vehicle would be used for outstation journey too. For delay for more than 12 hours or night halt Outstation allowance @ Rs 200 per night will be paid by the SCPS.
- GST will be paid extra, if applicable and as per actual.
- The selected agency shall be liable/responsible to provide same type/model additional vehicles at the same rate on the basis of as and when required.

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Signature of Authorized person of Agency with Stamp